

AEPSi™ Provider Guide



Baltimore • London • Sydney

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Child Assessments

Section 9

The **Child Assessments** page is the portal to AEPS assessments. By selecting a **Child Assessments** page from the left toolbar (e.g., *Jenny's Assessments*), you will be able to view all of this child's previously recorded assessments and fill out new assessments.

The **Child Assessments** page contains a list of all of the child's Child Observation Data Recording Forms (CODRFs) and Family Reports.

The CODRF listings are organized by the dates they were entered into AEPSi (which do not necessarily coincide with the dates the assessments were completed).

Information about the CODRFs included on this list is date, level, test period, and status (whether or not the CODRF is complete, if it is marked for OSEP reporting, and if it is a group assessment).

The Family Report listings are organized by date and show the level and person who completed the report.

AEPS TESTS				
Date	Level	Test Period	Status	
11/14/06	II	2	✓	View Print Edit Delete Export
11/14/06	II	1	✓ OSEP ENTRY	View Print Edit Delete Export

FAMILY REPORT				
Date	Level	Completed By		
12/23/06	II	Sarah	View Print Edit Delete	
01/08/07	II	Megan	View Print Edit Delete	
09/28/07	II	Connie	View Print Edit Delete	

The blue top navigation bar will allow you to navigate throughout the assessment.

Test Area	Active?	Status
Fine Motor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gross Motor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cognitive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social-Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

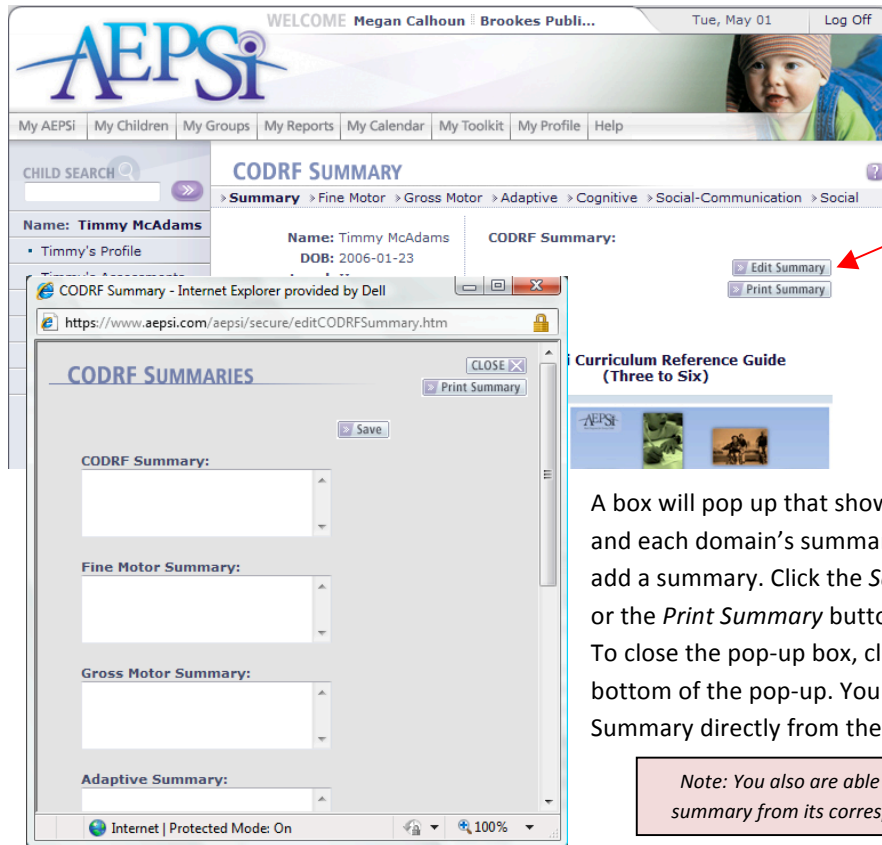
Creating a New CODRF

The CODRF is the form used to record a child's performance on the AEPS Test. To create a new CODRF, click the *Create New CODRF* button on either the **Child Summary** or **Child Assessments** page. You will be taken to the **CODRF Summary** page.

CODRF Summary Page

The **CODRF Summary** page is the first page of every child's assessment and contains brief information about the child and the assessment. From this page, you are able to enter a narrative summary of the CODRF, select which areas you want included on the assessment, mark the assessment for inclusion in OSEP reporting, choose to view the assessment in Spanish, opt to print the entire assessment, create a customized CODRF, and link to the AEPSi Curriculum Reference Guide.

CODRF Summary



To create or edit a CODRF summary, click the *Edit Summary* button in the top right-hand corner of the CODRF Summary page.

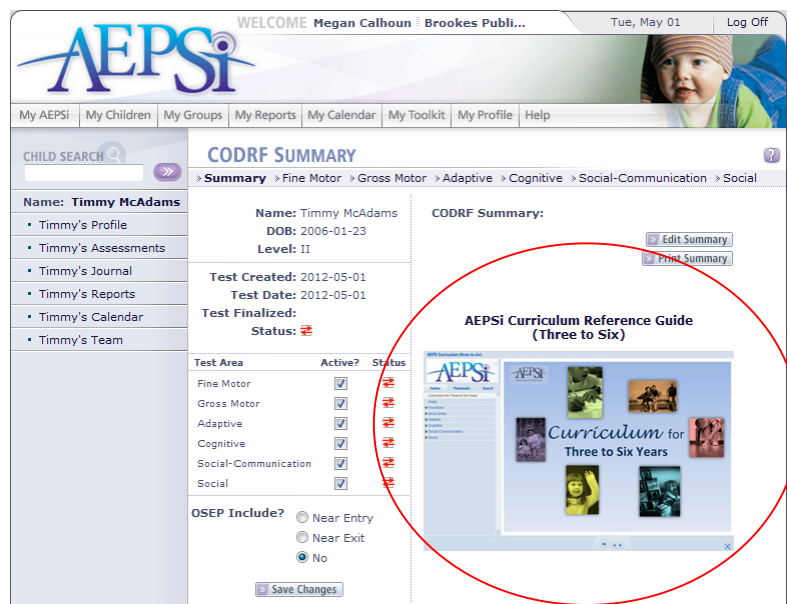
A box will pop up that shows a place for the CODRF Summary and each domain's summary. Click inside each text box to add a summary. Click the *Save* button to save your changes or the *Print Summary* button to print the CODRF Summary. To close the pop-up box, click the *Close* button at the top or bottom of the pop-up. You are also able to print the CODRF Summary directly from the **CODRF Summary** page.

Note: You also are able to access and edit each domain summary from its corresponding page in the assessment.

Accessing the AEPsi Curriculum Reference Guide

From the **CODRF Summary** page, there is a direct link to the relevant AEPsi Curriculum Reference Guide, which contains the curriculum content from either the *AEPs® Curriculum for Birth to Three Years* or *AEPs® Curriculum for Three to Six Years*.

Click the link or the associated image and a new browser window will appear. You can easily locate the intervention activities in the curriculum that correspond to specific goals and objectives identified with the AEPs Test.



Selecting Test Areas

On the **CODRF Summary** page, you will see a list of the six domain areas with options to select or deselect one or more of the areas (up to 5). When you create a new CODRF, all six domain areas are activated by default. To deactivate or opt out of one or more areas, deselect the areas and click the *Save Changes* button. When an area has been deactivated, *n/a* will appear under the Status column. Only areas that are active will appear on the top navigation menu of the CODRF.

If you deselect a domain area that has previously entered data, the data will not disappear. You will no longer have access to the area and the data will not appear in reports, unless you reactivate the area.

If an assessment has already been flagged for OSEP Near Entry or Near Exit and you attempt to deactivate or opt out of one or more areas, you will be prevented from doing so. Similarly, if you have opted out of one or more of the areas, you will not be permitted to flag the assessment for either OSEP Near Entry or Near Exit.

Test Area	Active?	Status
Fine Motor	<input checked="" type="checkbox"/>	
Gross Motor	<input checked="" type="checkbox"/>	
Adaptive	<input type="checkbox"/>	n/a
Cognitive	<input checked="" type="checkbox"/>	
Social-Communication	<input type="checkbox"/>	n/a
Social	<input checked="" type="checkbox"/>	

Note: Opting out of one or more domain areas is only available for individual child assessments. This feature is not available for group assessments.

OSEP Include

If the child has been flagged as an OSEP Participant in his or her child profile, an option will appear on the **CODRF Summary** page allowing you to include this assessment in OSEP near-entry or near-exit reporting. You may select either Near Entry, Near Exit, or No next to the OSEP Include? option.

OSEP Include? ☒ Near Entry ☐ Near Exit ☐ No

Note: Remember to click the "Save Changes" button when making an OSEP selection and/or selecting or deselecting test areas.

If the child is not an OSEP Participant, the OSEP Include? option will not appear on the **CODRF Summary** page. Flagging an assessment for Near Entry or Near Exit tells AEPSi which assessments to pull data from when running the OSEP Near Entry and Near Exit reports as well as the ECO Child Outcome Summary Form Ratings.

If one or more areas have not been selected for an assessment or opted out, you will not be able to select OSEP Near Entry or Near Exit for an assessment. An error message will appear, stating "OSEP cannot be selected because an area has been 'opted out.'" Likewise, if an assessment has already been flagged for OSEP Near Entry or Near Exit and you attempt to deselect or opt out of one or more areas, you will be prevented from doing so.

Filling in a CODRF

At the top of each domain page within an assessment, below the navigation bar, is the child's name, the domain, and the assessment level, as well as a button that allows you to view/edit that domain's summary and a button that allows you to print that area of the assessment, with or without the criteria.

WELCOME Megan Calhoun | Brookes Publi... Tue, May 01 Log Off

My AEPSi | My Children | My Groups | My Reports | My Calendar | My Toolkit | My Profile | Help

CHILD SEARCH

CODRF : FINE MOTOR II

Name: Timmy McAdams | Fine Motor II

View/Edit Fine Motor Summary

Print with Criteria? ☐ Yes ☒ No

Test Period: 11 10

Status: ☒ ☐

Test Date: 05/01/2 05/19/2011

Examiner: Lisa

IFSP IEP Score Notes Score Notes Comment

SYMBOL KEYS

A. Bilateral Motor Coordination

1. Uses two hands to manipulate objects, each hand performing different movements

1.1 Holds object with one hand while the other hand manipulates

2. Cuts out shapes with curved lines

2.1 Cuts out shapes with straight lines

2.2 Cuts paper in two

B. Emergent Writing

1. Writes using three-finger grasp

1.1 Uses three-finger grasp to hold writing implement

2. Prints pseudo-letters

2.1 Draws using representational figures

2.2 Copies complex shapes

2.3 Copies simple shapes

3. Prints first name

3.1 Prints three letters

3.2 Copies first name

3.3 Copies three letters

For a key and explanation of icons on the page, click the **SYMBOL KEYS** link, which will pull up a pop-up window.

CODRF KEY

S = Scoring

2 = Consistently meets criterion

1 = Inconsistently meets criterion

0 = Does not meet criterion

N = Notes

A = Assistance provided

B = Behavior interfered

D = Direct test

M = Modification/adaptation

Q = Quality of performance

R = Report

Graphic Symbols

☒ Complete/Finalized ☒ In Progress/Saved

☒ Show Criteria ☒ Hide Criteria

[N] NOTE: If a child's performance on all objectives was scored with a 2, then the goal is scored 2. If a child's performance on the objectives was scored with any combination of a 0, 1, and 2, then the goal is scored 1. If a child's performance on all objectives was scored with a 0, then the goal is scored 0.

Multiple Scoring Notes: To enter more than one scoring note for a particular AEPS item, enter the scoring notes separated by commas.

The remainder of each domain page consists of test information and the strands in this domain. The test information, including test period, CODRF status, test date, and examiner name, appears above the strands. By default, the previous CODRF information is shown in a second vertical column. You may hide the previous CODRF information by clicking the *Hide Prev.* button.

Prior to recording the CODRF results, please enter the test date and examiner's name.

Note: The test date should be the date the assessment was administered, not necessarily the date it was entered in AEPSi, and the examiner should be the person who administered the assessment, not necessarily the same person who is recording the results.

According to the guidelines for administering and scoring AEPS outlined in *AEPS® Administration Guide*, enter the corresponding numerical value in each *Score* box and the corresponding letter representing notes in the *Notes* box, and click the *IFSP/IEP* box accordingly for each item. To enter multiple scoring notes, enter each letter separated by a comma. The system will inform you if you have entered an invalid score/scoring note combination once you have clicked the *Finalize Area* button.

To view the criteria for an individual goal or objective, click the blue **[+]** icon to the left of the goal/objective.

Click the *View Curriculum* link at the end of each criterion to view the concurrent goals, environmental arrangements, intervention activities, etc. for the specific goal/objective. To hide the criteria, click the blue **[-]** icon.

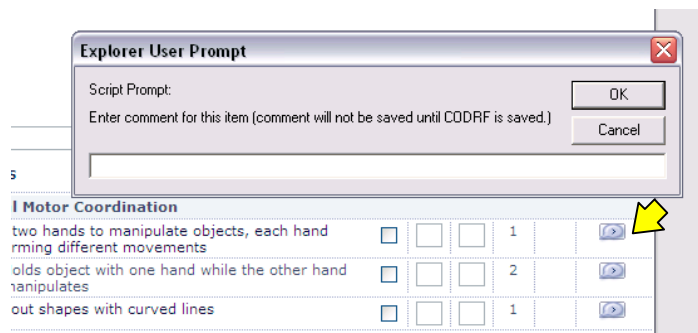
A. Bilateral Motor Coordination

☒ 1. Uses two hands to manipulate objects, each hand performing different movements

A. Bilateral Motor Coordination

☒ 1. Uses two hands to manipulate objects, each hand performing different movements

Child uses both hands to manipulate a variety of objects/toys/materials that require use of both hands at the same time but while performing different movements (e.g., child strings small beads; threads zipper and zips coat; buttons small buttons; and ties shoes) **[View Curriculum]**

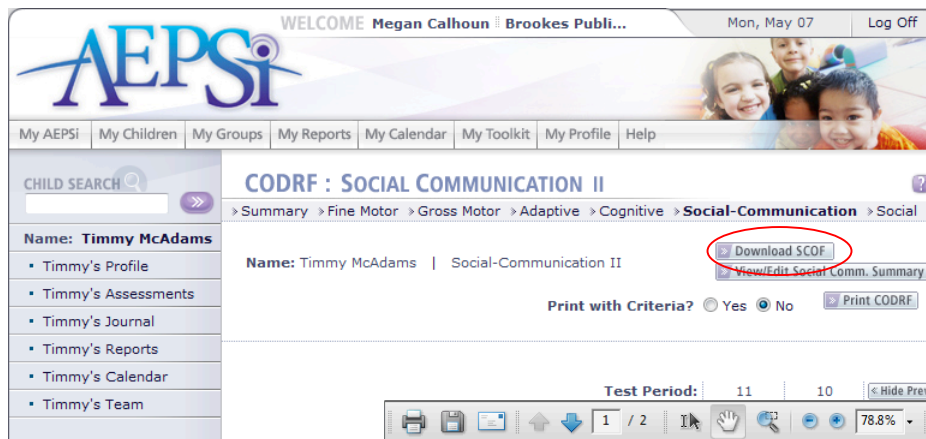


To enter a comment for a particular item, click the speech bubble icon to the far right of the item. A new window will pop up. Click inside the text box to type in your comments. Click the **OK** button to save the comment.

You may save your work on an area of the assessment at any time by clicking the *Save Test in Progress* button. Be sure you click this button before navigating to another page, or your work on that area will be lost.



If at any time you wish to finalize a domain, click the *Finalize Area* button at the bottom of the page. Once all active domains of an assessment have been finalized, the test will be considered finalized (the CODRF will appear complete, not in progress, in CODRF listings), and you will be able to run reports.



SCOF: Within the Social-Communication area, click *Download SCOF* to download the Social Communication Observation Form.

You may also access the SCOF download in the Download section of **My Toolkit**.

The image shows the "SOCIAL-COMMUNICATION OBSERVATION FORM (SCOF)" document. It's a form for recording child utterances and functions. The form includes fields for "Child's name:", "Observer/Activity:", "Others present:", "Date:", "Time (start):", "Time (stop):", and "Total time:". Below these fields is a table with columns for "Context" and "Functions". The "Functions" column is divided into "Initiation", "Response to comment", "Response to question", "Initiation", and "Unrelated". The table has four rows for recording observations. The form is titled "AEPsi Three to Six Years" and "SOCIAL-COMMUNICATION OBSERVATION FORM (SCOF)".